Identification	Subject	MGT 305 Management - 3KU credits (6 ECTS)
	Program	Undergraduate
	Department	Economics and Management
	Term	Fall 2022
	Instructor	Togrul Mammadov, toghrul.mammadov@khazar.org
	Classroom/hours	
Prerequisites	ECON 100 Introduction to Economy	
Language	English	
Compulsory/Elective	Compulsory	
Textbooks and course materials	*Textbook:* Fundamentals of Management: Management Myths Debunked/ Tenth Edition by Stephen P.Robbins, David A.DeCenzo, Mary Coulter 2016	
Course outline	**Course description:** This course provides a basic framework for understanding the role and functions of a manager and to explain the principles, concepts, and techniques that can be used in carrying out these functions. Specific topics include management functions such as planning, organizing, leading, controlling and other organization related issues. The aim of this course is to increase students' knowledge of management and ability to manage effectively.	
Course objectives	*Generic Objective of the Course:* ▪ To provide students with the core concepts, methods and techniques of the principles of management *Specific Objectives of the Course:* ▪ To learn organizational principles and know concepts, procedures, and technologies used by managers. ▪ Acquire some practical organizational skills, and managerial way of thinking. ▪ Develop the self-awareness and personal capacities which are vital to becoming a manager. Gain three hours of credit towards graduation.0	
Learning outcomes	**At the end of this course students will be able to:** o Explain the different approaches to defining management and the standard cycle of the management process. o Understand how an efficient management can impact an organization. o Examine how a manager can add value to an organization. o Understand different leadership styles of managers. o How to motivate and reward employees. o How decision making is done and which style is better o Learn about planning and how planning adds to an organization's goals. o Understand the concept of organizational structure. Examine different contingency factors that contribute to managing organizations.	

Teaching methods		
Case analysis		x
Group discussion		x
Experiential exercise		x
Lecture		x

Evaluation Criteria	Methods	Date/deadlines	Percentage (%)
	Midterm Exam		30
	Class Attendance		5
	Activity		5
	Case analysis		10
	Quiz		10
	Final exam		40

Policy	**Attendance:** Students exceeding the 25% absence limit will not be allowed to participate at final exam. **Activity:** Activity shall mean active participation i.e. asking and answering the question, contribute with insights and feedback, and demonstrate willingness and dedication to be part of an overall class discussion. **Quizzes:** There will be 2 quizzes throughout the course. The quizzes might be made of multiple-choice questions, true/false questions and short open questions. The questions will cover the subjects learned until each preceding class. Each quiz will

be 5 points. Case analysis: **Case analysis** will be based on an essay. The cases will be provided during the lesson and will focus on the taught material. Case will be based on real world business.

Week	Date/Day (tentative)	Topics	Textbook/Assignments
1		Managers and Management , History Module	Ch.1
2		The Management Environment	Ch.2
3		Integrative Managerial issues	Ch.3
4		Foundation of Decision Making, Quantitative, Module	Ch.4
5		Foundations of Planning	Ch.5
6		Organizational Structure and Design	Ch.6
7		Managing Human Resources/ Career/ Module: Building your career	Ch.7 , **Quiz 1**
8		**Midterm**	
9		Foundations of individual behavior	Ch.9
10		Understanding Groups and Managing Work Teams	Ch.10
11		Motivating and Rewarding Employees	Ch.11
12		Leadership and Trust	Ch.12 ,Case analysis
13		Foundation of Control	Ch.14
14		Operations Management	Ch.15, **Quiz 2**
15		**Final exam**	